

APPLICATION PROCEDURES FOR

NEW STUDENTS

St. Joseph Catholic School

SY 2020-2021

Online Application begins

February 7, 2020

General: St. Joseph Catholic School will accept applications for all new students and families using the following plan.

Procedures: During this application period, new families will complete an online application and pay the \$425 application fee for each student. Application fees will be refunded for families that cannot be accommodated. The online application link can be found on the school's website at www.stjosephtx.org. Current families will find the online application link on their FACTS SIS *Family Portal* page.

Families must provide (1) birth certificate (official, not hospital), (2) baptismal certificate, and (3) immunization record.

Within ten days after applying, the following items must be received by the school office for students entering Grade 1-8: (1) school records, (2) new student information sheet, and (3) diocesan school exit form if necessary. Forms for number 1 and 2 can be accessed on the school's website during the application process. Form number 3 must be obtained from your current school office. We will tell you if it is needed.

When the online application is received, the registration process begins when a slot becomes available and is offered. Students will be accepted on a first come, first served basis using the following school placement priority:

1. Children of faculty members;
2. Siblings of returning students;
3. Siblings of alumni; (graduate of 8th grade)
4. Children of alumni; (graduate of 8th grade)
5. Children living with guardians who have SJCS alumni
6. Children of registered families of our seven founding parishes
7. Children of other Catholic families;
8. Children of non-Catholic families who share our values.

Age Requirements: The following age requirements are required for each grade level noted.

1. Pre-K students must be 4 years of age by September 1st of that school year.
2. Kindergarten students must be 5 years of age by September 1st of that school year.
3. First grade students must be 6 years of age by September 1st of that school year.

Parents will be contacted if SJCS can accommodate your child(ren). Students accommodated will be contacted to schedule an appointment for an informal screening. Once the student has completed the screening process, an email will be sent with a link for the parent to begin the online enrollment process. Students not accommodated will be placed on a wait list. This list will be retained and used to offer available class slots as they become available for the current school year. The principal will retain and maintain the official waiting lists.

All student placement and interpretation of policy remains at the discretion of the principal.

Please note: The registration of a new student is a 3 step process:

- Online Application
- Screening at the school
- Online Enrollment



INFORMATION

CONTACT PERSON: Diane Price, Principal

GRADE LEVELS: Pre-K through Eighth Grade

ADMISSION: Our admissions policy is designed to ensure student success. Consequently, new students are given an interview/screening test to ensure that St. Joseph can meet their needs and that they will be successful.

St. Joseph Catholic School admits children of any race, color, national or ethnic origin. Priority registration consideration is given to those families who are members of the seven founding parishes: St. Vincent de Paul, St. Joseph, St. Mary the Virgin, St. Jude, Most Blessed Sacrament, Catholic Church of the Vietnamese Martyrs, and St. Matthew.

SCHOOL HOURS: The school day begins at 8:00 am and ends at 3:00 pm. Upper grade students dismiss at 3:15 pm. SJCS offers a before school program from 7:00 – 7:45 am. An on-site after school program is offered from 3:00 – 6:00 pm. Please contact the school office for more information.

APPLICATION: A \$425.00 new student application fee is required at the time of application. Returning student re-enrollment fee is \$325.00. All fees are non-refundable unless SJCS cannot accommodate the student.

TUITION PER YEAR:	<u>Catholic</u>	<u>Non-Catholic</u>
K – 8th Grade:	\$7,538	\$9,616
Pre-K, 5-day:	\$7,538	\$9,616
Pre-K, 3-day:	\$4,523	\$5,769

Families with more than one child attending St. Joseph Catholic School will receive a 20% discount on the second enrolled student’s tuition and 25% on each subsequent student’s tuition, excluding non-Catholic students.

*The above is the tuition schedule for the 2020-2021 school year. Tuition and fees are adjusted for inflation annually.

- TUITION ASSISTANCE:** Tuition Assistance is available to qualified families of registered and accepted Catholic students in Pre-K through 8th grade. Call the school office for more information.
- SERVICE HOURS:** Each family must meet 40 service hours per school year.
- REFUND POLICY:** St. Joseph Catholic School requires a tuition payment in full on or before June 5th or a FACTS 10 month payment plan on file for the upcoming school year. In general, tuition is non-refundable. If however a student leaves before the second semester of the school year begins, one-half (50%) of the student's full tuition payment will be refunded. Except in extreme circumstances, such as the case where the School's Principal determines that the school cannot meet the needs of a particular student, no other tuition refund is available. The decision whether to grant any tuition refund because of extreme circumstances will be made by the Principal.
- RECORDS:** All new students are required to have copies of their birth certificate, Baptismal certificate, and shot records included with their **Online Application**. The most recent copies of report card and achievement tests must be received by St. Joseph Catholic School prior to acceptance of child. A **Student Information Sheet** is also required of new students who are currently in first grade and up. A physical (form provided by the Diocese of Fort Worth) and an emergency card will be required on or before the first day of school. Students transferring from other Fort Worth Diocesan schools must present a withdrawal form at the time of registration.
- SCHOOL UNIFORMS:** Uniforms are required and must be purchased through a uniform source set by the school.
- LUNCH PROGRAM:** For the convenience of our parents, hot meals are prepared on-site by Educational Catering Inc. Parents choosing not to utilize the catering service may send a lunch with their child.
- CURRICULUM:** The educational program consists of instruction in Religion, Reading, English, Spelling, Vocabulary, Handwriting, Mathematics, Social Studies, Science, Physical Education, Fine Arts, Spanish and Computer Instruction and follows the Diocese of Fort Worth curriculum.
- ACCREDITATION:** St. Joseph Catholic School is a part of the Catholic School System of the Diocese of Fort Worth. St. Joseph is fully accredited through the Texas Catholic Conference Accreditation Commission which is recognized by the Texas Education Agency.

Non-Discriminatory Policy: St. Joseph Catholic School is in compliance with the Civil Rights Acts of 1964 and other Federal Statutes of non-discrimination in its employment and admission practices. It admits qualified students of any race, color, sex, national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

FINANCIAL AID 2020-2021
(SUBMISSION SUSPENSE DATE: 15 April 2020)

All St. Joseph families may apply and be considered for financial aid. The application process is completely confidential. The online application will be available on February 10th.

There are several important points that you should know:

- 1) There are two primary sources for receiving Financial Aid: From the Diocese (Bishop's Scholarship Fund) and from St. Joseph.
- 2) You only have to apply once to be considered for both sources of available financial aid.
- 3) Criteria for awarding financial aid is need-based.
- 4) St. Joseph provides need based financial assistance to Catholic students in grades PreK through 8.

The diocese has contracted with FACTS Grant & Aid Assessment to process all financial aid applications. You will have to pay a nominal fee of \$35 to apply. To complete a Grant and Aid online application, go to your FACTS SIS (formerly Renweb) *Family Portal* where a link is found in the Financial section. FACTS will process the applications and provide their evaluation to the diocese/school. Those families that can demonstrate the greatest need will be at the top of the list and those with the least demonstrated need for aid will be at the bottom.

If you think you need financial assistance, you should apply. You may get some. If you don't apply, you will definitely not get any assistance. The school is not able to consider your situation or help if you do not apply through FACTS.

You can also access the online application by going to: www.online.factsmgmt.com/aid. Once an online application account has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your 2019 W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF (Temporary Assistance for Needy Families).

All supporting documentation can be uploaded in pdf format online. Documentation can also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID on all faxed or mailed correspondence.**

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637.



ST. JOSEPH
CATHOLIC SCHOOL



Payment Plan through FACTS

As a Catholic school, our desire is always to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal, we will continue to be co-sourcing through FACTS Management Company for payment of tuition. It will also provide us a billing platform for fees incurred throughout the year. Our families will be able to access their account online, and:

- Receive reminder emails
- Make an online payment
- Switch payment methods
- Pay from a mobile device

A Sensible Plan

We are proud to partner with FACTS; this system is used by over 13,000 other institutions. It is not a loan, there is no debt, no interest or finance charges are assessed, and there is no credit check. The FACTS annual enrollment fee will be deducted from your account prior to the first scheduled tuition payment (\$50 per family for monthly payments, or \$0 for tuition payment in full). Tuition is handled conveniently and securely through a preauthorized automatic bank payment from checking or savings or **automatic charge to credit card with 2.85% convenience fee**. Please note, there is no fee when using your checking or savings account for the automatic payment.

Payment Plan Options

- ❖ **Monthly payments (10) through FACTS**, beginning in July.
 - Automatic bank payment or automatic charge to credit card with 2.85% convenience fee on the 5th of the month.
 - \$50 FACTS annual enrollment fee.
 - A one-time 3% Payment Assessment Fee will be assessed on the net amount placed on a payment plan. The fee will be notated as a “Down Payment” in the FACTS system and will be payable on June 5th.
- ❖ **Payment in Full through FACTS**,
 - Automatic bank (checking or savings) payment or automatic charge to credit/debit card with 2.85% convenience fee on June 5th.
 - No FACTS fee or Payment Assessment Fee.
- ❖ **Incidental Billing/Payments**
 - Fees and charges assessed throughout the school year. EX: Field Trips, Before School Care, Library Fines, etc.

Convenient Online Enrollment

All families will set up a *Family Portal* account if they do not already have one. Their *Family Portal* account will allow them to have full access to their tuition and incidental billing. It's secure, easy and convenient and you only need to remember one set of login credentials.

Be sure to have the following information ready:

- Credit or Debit Card:
 - Your card readily available.
- Checking Savings Account:
 - Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.



Before you click the Submit button, please carefully read through the Final Review and the Terms and Conditions. Notification confirming your online enrollment in a FACTS payment plan will be sent to you, and the annual enrollment fee will be automatically deducted from your account within the next 14 days. Your Payment Assessment Fee will be automatically deducted from your account on June 5th. Your first tuition payment will be deducted on July 5th.

If you have questions about enrolling in FACTS please contact the business office. Once you have a FACTS plan set up, you may contact FACTS directly 866-441-4637 or view your agreement online through your *Family Portal Account*. FACTS customer service representatives are available 24/7.

Frequently Asked Questions

1. When and what time will the funds be withdrawn from my bank account? While FACTS transacts each payment on the date specified, it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.

2. How will I be notified of my payment information? Once your agreement is posted to the FACTS system and the School enters the net tuition amount, you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full. The notification has important information you must have to log on to *Family Portal Account* to access your FACTS account. You will receive a reminder email 5 days prior to the upcoming payment and have the option to change payment method or pay ahead online at any time.

4. What happens if FACTS attempts to process my payment and there are not enough funds in my account? Should an automatic bank payment or credit card payment be returned, a \$30.00 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any interest penalty the school may assess. You will be notified by FACTS of the returned payment via e-mail or postal mail. The payment will be reattempted approximately 15 days later. If unexpected circumstances arise, please contact the school office 2 business days prior to payment to discuss a change to your upcoming payment.

5. What about enrollment in the FACTS payment plan in future years? The FACTS payment plan enables the school to automatically reenroll families in payment plans over successive years, saving time for both the school office and your family. Should your tuition payments be made through FACTS the following year, you would be notified in advance by the school.

7. How will I pay other expenses at the school? You will receive an email notice from FACTS that incidental fees are due, directing you to your secure parent's portal for a listing of the fees due. Just "click and pay" through checking or savings.

We Look Forward to Serving You Better!

St. Joseph Catholic School looks forward to our partnership with FACTS and the efficiency and technology it brings to our school. Should you have any questions regarding this plan, please contact the school office at (817) 419-6800 or FACTS at (866)-441-4637.